



Performance Review

Employee Name _____ Anniversary Date _____

General Instructions

1. Employee completes a self-evaluation performance review and provides it to their manager.
2. Employee contacts manager to schedule a time to meet.
3. Employee and manager meet to discuss the performance review.
4. Manager forwards completed review to Human Resources for review and processing.

Rate contributions, strengths and areas for improvement. Assess how they live out the mission and values in each of the performance categories. Illustrate specific, detailed examples and rate each category accordingly.

Teamwork – Able to work effectively with others to achieve common goals and improve service. Willing to work with and help others. Does not say “That’s not my job” or point fingers/assign blame. Is professional, kind and helpful and shows flexibility when working with others.

___ Exceeds Expectations ___ Meets Expectations ___ Below Expectations

Employee Comments

Manager Comments

Communication – Able to convey knowledge and information effectively. Communicates necessary information using appropriate channels to those who need to know and does so proactively. Able to accept constructive criticism with grace. Communicates concerns/issues with those who are able to assist in resolution.

___ Exceeds Expectations

___ Meets Expectations

___ Below Expectations

Employee Comments

Manager Comments

Quality of Work – Completes work accurately and consistently on time. Delivers quality work with minimal errors. Takes ownership of errors, corrects and implements processes to reduce/eliminate future errors. Strives for excellence by giving attention to details.

___ Exceeds Expectations

___ Meets Expectations

___ Below Expectations

Employee Comments

Manager Comments

Innovation – Expands knowledge through in-services, training, reading, experiential learning, etc. to offer improvement ideas and creative solutions to problems. Demonstrates initiative and commitment to trying better ways of doing things.

___ Exceeds Expectations

___ Meets Expectations

___ Below Expectations

Employee Comments

Manager Comments

Reliability and Dependability – Reports to work when scheduled, on time and ready to work. Job duties, additional assignments and projects are completed timely with minimal reminders needed. Able to complete work with minimal oversight. Uses time and resources wisely.

___ Exceeds Expectations ___ Meets Expectations ___ Below Expectations

Employee Comments

Manager Comments

Integrity – Maintains high standards of customer service. Apologizes for and corrects mistakes. Follows through on commitments. Shares necessary information even if it might not be what someone wants to hear. Maintains confidentiality. Does not participate in unkind, untrue or unnecessary gossip.

___ Exceeds Expectations

___ Meets Expectations

___ Below Expectations

Employee Comments

Manager Comments

Strengths – List what you feel are your strengths

Growth Opportunities – List what you feel are your growth opportunities

Increase assigned _____ 4% _____ 3% _____ 0%

Employee Signature	Date

Manager Signature	Date

Human Resources Signature	Date